



HEADLANDS SCHOOL
SINCE 1965

Site Security and Access Policy and Procedures

Reviewed By	David Neild
Last Reviewed date	Spring 2017
Next Review Date	Spring 2020

Headlands School

Site Security and Access Policy and Procedures

This Policy should be considered in conjunction with:

- School Educational Visits Policy and Planning Manual
- Health and Safety Policy
- Safe Working Policy
- Headlands Fire Plan

Contents:

Introduction

Organisation

Responsibilities

Consultation

Arrangements

Identification of Staff

Control of Visitors

Control of Contractors

Training

Supervision

Additional Supervision

Registration Procedures

Trips and Visits

After School Activities

School Keys

Introduction

Our School Community fully recognises the contribution it can make to protect and support pupils in school. We are very aware of the importance of maintaining a high level of personal security within the school as well as reducing the potential for theft and vandalism. The aim of the policy is to support the safeguarding of our pupils and the well being of our staff, by ensuring that the school site is a secure and safe environment.

This policy sets out the measures to be adopted to ensure, so far as is reasonably practicable, that pupils, employees and visitors are protected from risks to their Health and Safety. Pupil safety is of paramount importance in our aspirations to achieve the five Every Child Matters outcomes for all our children.

ORGANISATION

Responsibilities

Management responsibility for School security is shared between the Governing Body, the Head Teacher and the Safety, Health & Environment (SHE) Manager for the School, and the Schools PFI partner.

The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headteacher.

The following employees have responsibilities for ensuring the security of the School site:

Security Issue	Responsible Person	Specific Duties
Perimeter fencing School gates School entry and access points Burglar and Fire Alarm Systems 3 * Green Gates	Duty Caretakers and PFI Partner Manager SHE Manager	1. Regular inspections 2. Maintenance and repairs 3. Surveillance and monitoring 4. Proposals for upgrading security as necessary

Control of visitors	8.00 am – 5.00 pm Monday-Friday term time School Reception Staff	1. Sign in / sign out 2. Control of visitor passes
Control of contractors	Headlands School SHE Manager Duty Caretakers PFI Partner Manager	1. Check credentials of contractors prior to appointment 2. Brief contractors on School Security requirements and arrangements 3. Day-to-day supervision of contractors on site
Building security risk assessments	Headlands School SHE Manager Duty Caretakers	Regular assessment of requirements, staff training and system maintenance
Emergency procedures	Fire: Headlands School SHE Manager & PFI Duty Caretaker Pastoral Deputy Head teacher First Aid / Accidents Emergency first aid staff	Duties and responsibilities in accordance with School's Fire Plan. Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery.

Consultation

There will be the opportunity to discuss security arrangements regularly as follows:

Method	Frequency
Full Governor meetings	Termly
Senior Leadership Team meetings	Weekly
Staff Briefings	Weekly
Health & Safety committee	Termly
Health and Safety Line management meetings	Fortnightly

ARRANGEMENTS

The School has implemented the following arrangements to ensure, as far as reasonably practicable, that pupils, employees and visitors are protected from risks to their Health and Safety:

Identification of Staff

All employees of Headlands School have a Headlands identification badge, this will be worn by staff in a prominent position at all times.

PFI Partner staff and contractors have a PFI Partner identification badge; this will be worn by staff in a prominent position at all times.

Control of Visitors

The school has an expectation that visitors to the school will, whenever possible, contact the school prior to their visit to make appropriate arrangements. However the school does recognise that this will not always be possible.

All visitors will be directed to the main school reception where they will be asked to sign a register and be issued with a school visitor's pass which they must wear at all times.

They will also be issued with guidance of action to take should they have a safeguarding concern about any pupils within the school, or in the event of a fire.

The receptionist will then contact the individual within school who is to be responsible for the visitor, who will collect them from reception.

On completion of their business, visitors should be escorted back to the main reception so that they can sign out and be accounted for; visitors will then be directed off the site through the main entrance.

All staff will challenge visitors to the school if they are not wearing a recognised identification badge i.e. Headlands / PFI Partner identification badge or Headlands Visitors badge. Staff will accompany the visitor to the reception so that they can sign in.

In order to restrict or reduce the potential for unauthorised persons to be able to use the school grounds as a short cut during school occupied hours the pedestrian and vehicle gates which allow access to Marton Road / North Bridlington Library will be secured by the PFI Service Provider caretakers at 8.50am. Caretakers will unlock the gates at 2.30pm. Heads of Year and members of SLT are in possession of keys to the padlocks of these gates to allow for any supervised access or egress between these periods.

Control of Contractors

Contractors attending the school during occupied hours can be either the responsibility of the PFI Partner or that of the school.

Contractors attending on behalf of the PFI Partner should already be wearing a suitable PFI Partner issued identification badge which indicates that they have already signed-in at the offices of PFI Partner at Bridlington Sports College and will have received instruction and information relating to site specific rules.

Upon arrival at Reception they must be directed to contact the duty caretaker who will collect the contractor and from then on be responsible for their on-site supervision.

Contractors attending on behalf of the school will do so ordinarily by way of having a fixed appointment previously arranged with the SHE Manager or the Network Manager (or ICT staff). Wherever possible a note of their expected attendance will be recorded within the appointments diary kept at Reception.

Contractors will be required to sign in at Reception entering their individual details within the Visitors Book and will then be issued with a numbered visitor's badge which is to be worn at all times.

Contractors will be issued with relevant safety information including the action to be taken in the event of activation of the fire alarm as well as being provided with general site rules.

Reception staff will contact the SHE Manager or Network Manager to arrange for the collection of the visitor. The supervision of the contractor during the period of time that they remain on site will then become the responsibility of the person who has arranged the appointment.

Upon completion of their work or appointment the contractor must be escorted to Reception where they must sign out and return their visitors badge.

In order to reduce Health and Safety risks, disruption to staff and students as well as reducing further issues relating to safeguarding, contractors will only be able to complete associated building repair or improvement works during the hours that the school is occupied in exceptional circumstances and only with the prior agreement of the Head teacher and the SHE Manager / Network Manager.

Training

Security matters are addressed in:

- Induction Training for all new staff
- Regular updates as necessary during staff training days, held at the beginning of each term and weekly staff briefings
- Specific training on new equipment and systems as required.

Supervision

8.15 – 8.30

Students are supervised on entry to the school by 2 senior staff at the front gates and 2 senior staff at the back gates.

8.30 – 10.30

Students are supervised during lessons by their subject teachers, during lesson change over all teaching staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. All staff with leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

10.30 – 10:30 – 10:50

A team of teaching staff will supervise specific areas of the school throughout this period; they will be supported by Heads of Year and senior staff.

10.50 – 12.50

Students are supervised during lessons by their subject teachers, during lesson change over all teaching staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. All staff with leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

12.50 – 1.20

Students are supervised during the lunch break: 2 behaviour Assistants will supervise each of the 2 canteens. The main (front) drive gate will be supervised by Heads of Year to ensure that only Year 10 – 13 students leave the site. Remaining HoY will patrol the school grounds and corridors. Behaviour Assistants and Heads of Year will be supported by senior staff.

1.20 – 1.45

Students are supervised during tutorial time by their tutors.

1.45 – 2.45

Students are supervised during lessons by their subject teachers, during lesson change over all teaching staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. All staff with leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

2.45 – 3.00

Students are supervised on exit from the school site by 2 duty staff positioned on the front drive and front gate, and 2 duty staff positioned on the back gate. Supervision at each gate is supported by 2 senior members of staff. Students who travel to home on the school buses will be supervised by senior members of staff at the bus bay; these members of staff will remain at the bus bay until all buses have left.

Additional Supervision

During lessons the school is divided into 2 zones, each zone is patrolled by either a HoY or a senior member of staff. All HoY, Pastoral Director, members of SLT and key associate staff carry 2 way radios to enable rapid communication and deployment of staff, in the event of any security issue.

Key duty staff wear bright red Headlands jackets when patrolling outside the school building to ensure a highly visible presence to all students, staff and visitors.

Registration Procedures

Parents / carers are requested to contact the School by 8.30 am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence. Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the School Attendance Office. All students will be registered as present or absent for the morning session during the first 10 minutes of Period 1, and for the afternoon session during tutorial time using the electronic ePortal system. In addition students will be registered as present or absent in their remaining 4 lessons during the first 10 minutes of each lesson. The School Attendance staff will monitor each register, if a student is not marked as present checks will be made to establish if present or absent. If the parent/carer has not contacted the school to explain the absence the school will contact the parent/care using the

automated Truancy Call system. This may be “over ridden” by the attendance staff and personal call made if they judge this to be appropriate.

Trips and Visits

The School adheres to the DFE guidelines and those set out in the guidance for Trips and Visits produced by the LA. The School has created a manual for planning Trips and Visits, this sets out the mechanisms staff must put in place to ensure student and staff security. All staff plan trips according to the instructions in the guidelines.

Before and After School Activities

All staff supervising after hours activities on the school site must ensure that they:

- Maintain an accurate attendance register and update this if a student leaves during the session. This register will be vital in accounting for all students and staff in the event of the school needing to be evacuated due to fire or other emergency. In the case of such evacuation the supervising staff will accompany the students to the assembly point and use the register to account for the students.
- Supervise the students at all times during the activity, ensuring that they remain in the designated area.
- At the end of the activity ensure all students have left the classroom/area which has been used for the activity, and when possible/appropriate, lock the classroom door. Students should be instructed to leave the premises.

School Keys

Under no circumstances should members of staff supply students with the key code number to the secure double doors leading from Reception into the admin corridor neither should members of staff provide students with ‘master’ keys which allows them unsupervised access to rooms or areas of the school for however short a period of time.

This policy will be reviewed regularly in line with the Health and Safety Policy.